

Attachment A
Instructions for Reporting
FY 2006 Interagency Agreements
Between State Agencies and Institutions of Higher Education
To the Department of Budget and Management (DBM)

1. Which interagency agreements must be reported to DBM?

All interagency agreements between State agencies and public institutions of higher education involving expenditures in excess of \$100,000 with an agreement start date of July 1, 2005 through June 30, 2006 must be reported to DBM.

For purposes of this report, public institutions of higher education include Baltimore City Community College (BCCC), Morgan State University, Saint Mary's College, and University System of Maryland institutions. Agreements with local community colleges other than BCCC are not reportable.

Agreements between two or more State agencies that do not also include a public institution of higher education are not to be reported to DBM, but should continue to be reported to the Board of Public Works and Department of Legislative Services as required by Section 26 of Chapter 430, Acts of 2004.

Grant agreements and use of space agreements should not be reported. A grant usually confers money or other items of value without an obligation on the part of the grantee to provide services, supplies, etc., although grants may contain some conditions (see COMAR 21.01.02.01B(46)). The more an agreement contains definite and enforceable duties and obligations, the less likely it will be viewed as a grant. You should consult with your Assistant Attorney General if you are uncertain whether a particular agreement may be considered a grant.

2. Who must report the agreement?

Each party, the State agency and the public institution of higher education, must report the agreement.

3. What information must be reported?

a. **Interagency Agreement Number**

A standardized numbering convention is to be used for all reportable interagency agreements between State agencies and public institutions of higher education.

The number will include the acronym of the State agency, a slash, the acronym of the higher education institution, a slash, and a unique identifier number that is serially applied across agency agreements with that particular institution. For

example, DBM agreements with Morgan State University, Towson University and University of Maryland College Park would be labeled as follows:

DBM/MSU/1
DBM/MSU/2
DBM/TU/1
DBM/UMCP/1
DBM/UMCP/2
DBM/UMCP/3

If a single agreement involves two or more State agencies and a public higher education institution, both agency acronyms must appear in the agreement number. The agencies should jointly agree which agency acronym is to appear first. An agreement between DBM, DNR and Morgan State University would be numbered as follows:

DBM/DNR/MSU/1

State agencies and higher education institutions must include the agreement number when reporting to DBM so that the agreements can be verified. Therefore, the number should be a part of the actual interagency agreement document.

Agencies must retroactively assign agreement numbers to any reportable agreements with start dates of July 1, 2005 or later which were executed prior to receipt of these instructions. Since these retroactive numbers will not be included in the actual interagency agreement document, the agency must contact the affected higher education institution(s) to ensure that they are aware and apply the same number to the agreement(s).

b. Agreement Start/End Date

First/last date agreement is to be effective.

c. Total \$ Amount of Agreement

Dollar amount to be expended over the full term of the agreement.

d. Description of Goods/Services Provided

A brief description of goods or services to be provided under the agreement.

e. Number of positions funded by the agreement

The number of full time and part time positions funded by the agreement.

4. What reporting format must be used?

Agencies must use the Excel reporting format provided with these instructions. To facilitate data entry, agencies may expand/contract columns. However, columns should not be reorganized or reformatted.

5. When is the report due?

The report is due to DBM on August 1, 2006. It should be emailed to maryn@dbm.state.md.us and the subject line should say: FY 06 Interagency Agreement Report.

6. What if my agency has no reportable agreements?

Agencies with no reportable agreements must report, by August 1, 2006, that they have no reportable agreements.

7. What if I have questions?

If you have any questions related to this report, please contact:

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